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15 March 1955

MEMORANDUM FOR: Director of Personnel

SUBJECT : Memorandum from IG to DCI, dated 25 February 1955, subject; Ten Ways for Improving CIA's Personnel Management

1. Item 7, of the subject memorandum pertains to the Processing and Records Division.

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a. Paragraph 4a(2) [redacted] requires that the names of individuals designated by individual Agency components to request Official Personnel Folders be furnished in writing to the AD/P.

b. Although this has been a requirement of long standing, there has been rather poor compliance. As a result, our lists of authorized personnel are often inaccurate. This Division is in the midst of preparing a staff study which will establish those positions, the incumbents of which will be permitted to have access to personnel files.

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c. Paragraph 4a(3) [redacted] holds those officials receiving personnel files responsible for returning them to the Office of Personnel "within a reasonable time, generally within five working days." This same paragraph also establishes control machinery within the Office of Personnel.

d. Anything less than five workdays does not appear to be feasible, at this time, because with the Career Board system, it may often take more than that amount of time to get personnel actions coordinated. Also, when the joint OP - DDP Survey was initiated on the security of personnel records of persons assigned to the Clandestine Services, the provisions [redacted] were not implemented except within the Office of Personnel. The staff study referred to above will also attempt to establish a control system which can be effectively implemented without delay.

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e. As of c.o.b. 12 March 1955, all employee folders, except for a few that are charged out, have been converted to one standard type file. Also, searches have been conducted in ESD and PUD for the purpose of obtaining therefrom, documents of a personnel nature, which properly belong in the personnel folder. In addition to the above, if all components of the Office of Personnel comply with sentence 1,

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that all pertinent documents of a personnel nature will be maintained in the master personnel file.

f. It is further intended that this staff study previously referred to, will identify what types of documents other than routine, are considered official, pertinent, and should be contained in the Official Personnel Folder.

g. Item 7 states that, "any employee who wishes to tamper with his personnel folder can do so with ease." It has always been my understanding that our basic assumption is that all CIA persons are honest and, as a result, of this assumption, they would not tamper with their official records.

h. PRD has never permitted an employee to have access to his own personnel file. If such has occurred, it has happened through persons who have requested such files.

i. It is admitted that at the present, there is no prescribed system whereby we can control the contents of Official Personnel Folders. As recently as 15 February 1955, a staff study prepared by C/PAS, subject; Control of Official Personnel Folders, was disapproved by the Director of Personnel because the proposal was considered to be too expensive and not foolproof. The staff study referred to in the preceding paragraphs will also contain a procedure for identifying and indexing documents and a positive inspection system. The recommendations may well be considered expensive both from a time element and a staffing point of view. However, in view of the importance of this requirement, it is felt that the Office of Personnel must not consider the expense as the disapproving factor.

2. In summarizing, PRD intends to submit recommendations to your Office on the overall file problem which will cover the following:

a. Determination of what constitutes an official personnel document

b. Control of documents within personnel files

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c. Determination of key officials authorized to have access to personnel files

d. Control system on charge out of files

e. Follow-up system on charged out files

f. Inspection of files upon return from charge-out

g. Staffing requirements within PRD

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Chief, Processing and Records Division

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